



COMPLAINT FORM

Please complete this form, have your signature notarized, and return it to
Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224.

Attn: Secretary of the Board for...

- | | |
|----------------------------------------------------------------|----------|
| <input type="checkbox"/> Electrical Contractors Board | 645-6076 |
| <input type="checkbox"/> Home Improvement Contractors Board | 645-6371 |
| <input type="checkbox"/> Plumbing Contractors Board | 645-6340 |
| <input type="checkbox"/> Refrigeration Contractors Board | 645-3270 |
| <input type="checkbox"/> Steam and Hot Water Contractors Board | 645-6340 |
| <input type="checkbox"/> Warm Air Heating Contractors Board | 645-3270 |

If you have questions, please contact the number following the Board you are referencing.

Address of site where work was to be completed: _____

COMPLAINANT INFORMATION

Name _____
Relationship to property owner _____
Address _____
Home phone _____ Business phone _____
Job title _____

PROPERTY OWNER INFORMATION

Name _____
Address _____
Home phone _____ Business phone _____

CONTRACTOR INFORMATION

Contractor who agreed to perform the work _____
Address _____
Home phone _____ Business phone _____

ADDITIONAL INFORMATION

Were you informed by a representative of the company if they were licensed to do work in the City of Columbus?
☐ YES ☐ NO If Yes, what was their License # _____

To your knowledge, were the proper permits obtained for the work being done, prior to the start of the work?
☐ YES ☐ NO

CONTRACT INFORMATION

Was a written contract supplied to you? ☐ YES ☐ NO
Was the contract signed by you? ☐ YES ☐ NO
Did the contract indicate that all permits, fees, and inspections were included in the permit costs? ☐ YES ☐ NO
What was the original date of the agreement or contract? _____
What was the date the job was initiated? _____
Did anyone other than the contractor purchase any of the material? ☐ YES ☐ NO
If yes, by whom? _____

Please describe your complaint regarding the work contracted and include copies of any documentary evidence to support your complaint. (ie., contract or agreement, permit forms, inspection reports, notes, front and backs of canceled checks, etc.)

[illegible]

Notary _____ My Commission Expires _____

#M-12B 8/01